

Job Description  
*Missouri State Highway Patrol*

Class Title: Assistant Director, Driver Examination Division

Title Code: V07605

Effective Date: 10/31/95

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Director, Driver Examination Division

**Position Supervised:**

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a responsible administrative and managerial position which provides assistance to the Driver Examination Director. The employee administers and coordinates the driver examination program statewide including planning, organizing, staffing, and budgeting functions required to effectively manage the driver examination program. The employee also serves as a liaison with a variety of individuals including, but not limited to, Office of Administration and Department of Revenue staff as well as state approved vendors and suppliers. The employee also works closely with the division director in the development of policies and procedures reference the driver examination program. General supervision and direction is received from the division director with considerable independent judgment, decision-making, and discretion required.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Supervises the division support staff assigned to general headquarters; provides feedback on performance, as needed; ensures work is completed within standard operating procedures and within predetermined deadlines; assists subordinates with questions, problems, etc.

Assumes the responsibilities of the division director in the director's absence.

Coordinates activities of the driver examination program between field personnel, division staff, and the Department of Revenue.

Assists in the development of the division budget consisting of state and federal funds; researches and prepares documents necessary to secure federal grants; monitors and analyzes expenditures in conjunction with Budget and Procurement division staff and briefs division director as needed; recommends and/or initiates cost saving measures.

Assists in the development of policies, procedures, rules, and regulations reference driver examination.

Keeps abreast of state and federal mandates to ensure the department is in compliance with same (e.g., CDL, ADA, etc.).

Prepares correspondence; responds to internal and external requests for information; deals with a variety of individuals in person and over the telephone reference the Driver Examination Division.

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Reviews and edits reports submitted by field personnel reference drivers tests, investigations of driver competency, and audits of third party testers.

Assists in preparing legislation, reviewing proposed legislation, and preparing fiscal notes reference driver examination.

Represents the department via association membership or committee participation (e.g., Motor Vehicle Policy Group, etc.).

Schedules and provides training for new examiners, recertification of all current examiners, and CDL training for state and third party examiners; develops and presents training materials to a variety of individuals reference driver examination.

Assists the director in securing lease facilities for driver examination offices; works with Office of Administration staff to ensure the facility meets ADA requirements.

Assists the director in obtaining supplies for the program and providing written tests and driver guides for examiners via RFP's requisitions, local purchase orders, etc.; works directly with vendors, suppliers, Office of Administration and Department of Revenue staff reference procurement.

Regularly attends troop driver examination meetings to provide division and staff level input; handles problems within the scope of responsibility/authority and briefs division director of same.

Assists Central Missouri State University in training school bus drivers and publishing the School Bus Trainer's Manual.

Provides information to public and private entities reference third party testers.

Administers promotional examinations and serves as an oral board member, as needed.

Generates reports on a variety of subjects, as needed.

Reviews and approves all invoices and processes for payment.

Performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves as an oral board member for positions outside of driver examination, serves on committees as assigned, and handles personnel issues and problems associated with division staff and field support staff).

Receives and appropriately handles complaints concerning the driver examination program and/or its staff.

Performs extensive job-related travel.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of Patrol policies and standard operating procedures, rules, regulations, and applicable state and federal laws.

Thorough knowledge of motor vehicle laws relating to driver licensing.

Thorough knowledge of the Driver Examination Division.

Knowledge of state and federal funding sources, bid preparation, and purchasing requirements.

Knowledge of the principles and techniques of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to assume the responsibilities of the division director in the director's absence.

Ability to coordinate activities of the Driver Examination Division.

Ability to review and edit reports.

Ability to assist the director in securing lease facilities for driver examination offices.

Ability to procure necessary supplies utilized in the division.

Ability to attend meetings and handle problems within the scope of responsibility/authority.

Ability to work with Central Missouri State University staff reference training school bus drivers and publishing the School Bus Trainer's Manual.

Ability to administer promotional examinations and serve as an oral interview board member.

Ability to effectively prepare, submit, and monitor the division's budget consisting of state and federal funds.

Ability to develop policies, procedures, rules, and regulations reference driver examination.

Ability to prepare correspondence, reports, etc.

Ability to handle complaints about the driver examination program and/or its staff in a professional manner.

Ability to write and/or review bid specifications that meet applicable state and federal requirements.

Ability to assimilate new driver examination technology and/or equipment information and make recommendations for change.

Ability to develop and prepare training materials.

Ability to maintain records and files.

Ability to manage, develop, and motivate subordinates.

Ability to establish and maintain effective working relations with subordinates, associates, agency management officials, vendors, suppliers, etc.

Ability to delegate work for the efficient, effective operation of division.

Ability to maintain confidentiality.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to operate a tractor-trailer, school bus, and patrol vehicle within State of Missouri Guidelines.

Ability to perform extensive job-related travel.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED certificate.

Seven years of responsible experience in the Driver Examination field of which two years must have been in a supervisory or administrative capacity.

Formal education at the college or university level can be substituted for the experience criterion for a maximum of four years.

NECESSARY SPECIAL REQUIREMENTS

Possess or obtain a Class A Commercial Driver's License.

Possess or obtain a CDL Teaching Certificate.